LEARN HOW TO BE SUCCESSFUL

10 THEORIES

MOTIVATION
AND LEADERSHIP IN
ORGANIZATION

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PREFACE

Friendly greetings to the readers,

We humbly convey this proverb to guide you on an exciting journey of knowledge about the theory of motivation and leadership. This book is not the result of a single writing, but rather a collaboration of many valuable ideas and experiences, as well as an effort to share the knowledge I have acquired over the years in the world of education.

Motivation and leadership are not just theoretical concepts embedded in textbooks or academic articles. It's a force that lives and moves in every organization, moving individuals and teams toward the desired goal. However, to understand and optimize this power, we need to understand the underlying theoretical foundations.

This book is designed to provide a comprehensive understanding of motivation theory and leadership, by presenting key concepts, models, and applications in a real context. Each chapter is organized systematically to provide a clear and indepth overview of the topics discussed.

We hope that this book will not only be a valuable source of reference for academics and students but will also provide inspiration and insight to anyone interested in understanding how motivation and leadership can affect the success of an organization.

Finally, we would like to express our sincere thanks to all those who have provided support and encouragement in the creation of this book. May this book be of great benefit to readers and inspire them to reach the summit of success in their careers and lives.

- 1 WHAT IS MOTIVATION
- 2 **EARLY THEORIES OF MOTIVATION**
- CONTEMPORARY THEORIES OF MOTIVATION
- 4 EARLY THEORIES OF LEADERSHIP
- 5 CONTINGENCY THEORIES OF LEADERSHIP





MOTIVATION

DEFINITION OF MOTIVATION

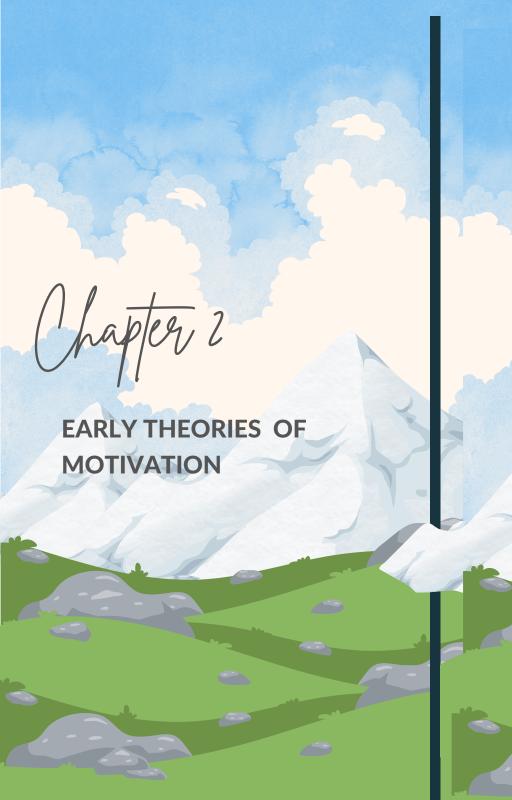
- The steps that take into consideration a person's level of effort, direction, and resolve in pursuing a goal.
- Anything that drives, forms, and strengthens behavior in people to accomplish a task or obtain a desired outcome.

IMPORTANT OF MOTIVATION

- Produce productive employees
- Emphasize quality
- Bring good alternative results

KEY WORD TO DESCRIBE MOTIVATION

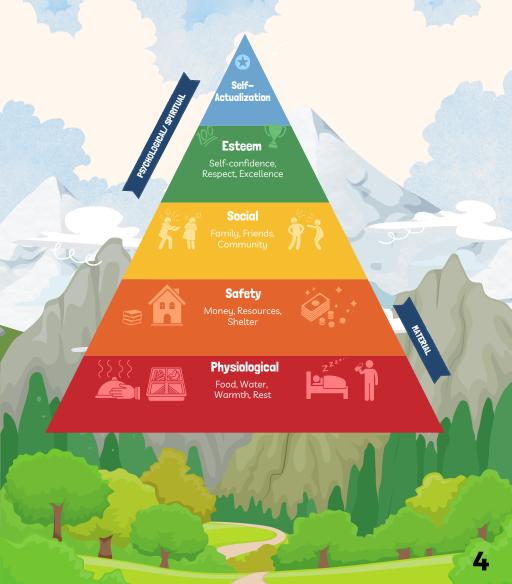
- Intensity the amount of effort put forth to meet the goal
- Direction efforts are channeled toward organizational goals
- Persistence how long the effort is maintained





MASLOW'S HIERARCHY OF NEEDS

Maslow's theory is generally a basic theory that describes needs that motivate people from basic needs to achieving satisfaction in life.





MASLOW'S HIERARCHY OF NEEDS

Maslow's theory for management, often referred to as Maslow's Hierarchy of Needs, is a psychological theory proposed by Abraham Maslow in his 1943 paper "A Theory of Human Motivation."

This theory suggests that human needs can be categorized into a hierarchical structure, with lower-level needs needing to be satisfied before higher-level needs become motivating factors.

In the context of management, Maslow's theory provides insights into understanding employee motivation and behavior within organizations.



MASLOW'S HIERARCHY OF NEEDS

1.PHYSIOLOGICAL NEEDS

These are the basic needs required for human survival, such as food, water, shelter, and rest. In a management context, it's important for employers to ensure that employees have fair wages, safe working conditions, and access to breaks and rest periods.

2. SAFETY NEEDS

After physiological needs are met, individuals seek safety and security. This includes job security, health benefits, a safe working environment, and protection from physical and emotional harm. Managers can address safety needs by implementing workplace safety protocols, providing job stability, and offering support during times of crisis.

3. SOCIAL NEEDS

Once physiological and safety needs are fulfilled, individuals crave a sense of belonging and acceptance. This includes building relationships with coworkers, feeling accepted by peers, and participating in social activities. Managers can foster a positive work culture by encouraging teamwork, facilitating open communication, and creating opportunities for social interaction.



MASLOW'S HIERARCHY OF NEEDS

4. ESTEEM NEEDS

Esteem needs involve gaining recognition, respect, and appreciation from others, as well as achieving personal goals and self-confidence. Managers can support employees' esteem needs by recognizing their contributions, providing opportunities for skill development and advancement, and offering constructive feedback and praise.

5. SELF-ACTUALIZATION

At the highest level of Maslow's hierarchy are self-actualization needs, which involve realizing one's full potential, pursuing personal growth, and achieving self-fulfillment. In a management context, this means providing employees with challenging work assignments, autonomy, and opportunities for creativity and innovation. Managers can support self-actualization by encouraging personal and professional development, fostering a culture of learning, and empowering employees to take ownership of their work.



YOUTUBE ACTIVITY



WATCH YOUTUBE & ANSWER ALL QUESTIONS IN GOOGLE FORM.





HTTPS://FORMS.GLE/PUDH3VHBTFJ1JXRWG



2

MCGREGOR'S THEORY X AND THEORY Y

Douglas McGregor, an American social psychologist, proposed two contrasting theories about human behavior in organizations: Theory X and Theory Y. These theories represent two different assumptions managers may hold about the nature of employees and how they are motivated.

McGregor argued that an organization's management approach could have a significant impact on employee motivation and behavior. While Theory X assumes that employees need to be controlled and coerced into performing their jobs, Theory Y suggests that providing employees with autonomy, opportunities for personal growth, and a supportive work environment can lead to higher levels of motivation, engagement, and productivity.

It's important to note that McGregor's theories are not seen as rigid categories but rather as two ends of a spectrum. In reality, most organizations may exhibit elements of both Theory X and Theory Y, and effective management may involve adapting leadership strategies based on the situation and the needs of individual employees.



2

MCGREGOR'S THEORY X AND THEORY Y

THEORY X

- Theory X assumes that employees inherently dislike work and will avoid it whenever possible.
- Managers who adhere to Theory X tend to believe that employees need to be closely supervised and controlled to ensure they perform their duties.
- They view employees as inherently lazy, lacking ambition, and primarily motivated by extrinsic rewards such as pay and benefits.
- Under Theory X, management tends to adopt a more authoritarian leadership style, where decisions are made centrally and communication flows predominantly from the top down.
 - This theory tends to result in a hierarchical organizational structure with strict rules and procedures



2 MCGREGOR'S THEORY X AND THEORY Y

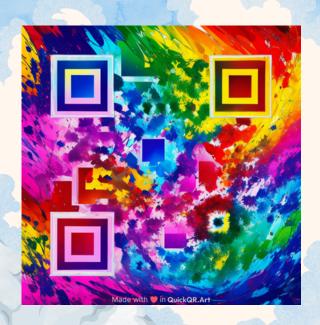
THEORY Y

- Theory Y, on the other hand, assumes that work is natural and can be as enjoyable as play.
- Managers who subscribe to Theory Y believe that employees are inherently motivated, creative, and capable of self-direction.
- They view work not only as a means to earn a living but also as a source of personal fulfillment and growth.
- Managers under Theory Y tend to adopt a more participative leadership style, encouraging collaboration, empowering employees, and delegating decision-making authority.
- They believe that employees seek responsibility and are capable of contributing to organizational goals if given the opportunity.
- Theory Y implies a more decentralized organizational structure with greater emphasis on employee involvement and autonomy.



QUIZ ACTIVITY

ANSWER ALL QUESTIONS IN GOOGLE FORM.



GOOGLE FORM LINK

https://forms.gle/4V9MyxqgLSDcnCaZ9

Chapter 3

CONTEMPORARY THEORIES
OF MOTIVATION

QUIZ ACTIVITY



3

GOAL-SETTING THEORY (EDWIN LOCKE'S)

Edwin Locke, a researcher, revealed that those who set clear, challenging goals excelled over those who created broad, simple goals. Five fundamental criteria of goal-setting were put down by Locke: task complexity, commitment, clarity, challenge, and feedback.

This theory holds that establishing difficulties and well-defined goals promotes optimal work performance. The elements that affect the goals' performance in terms of commitment, clarity, challenge, feedback, and task complexity. The person's confidence in their ability to do a task.

This theory states that an employee's confidence in their capacity to complete a task increases with their level of self-efficacy. One strategy based on the goal-setting principle is management by objective (MBO).



3

GOAL-SETTING THEORY (EDWIN LOCKE'S)

Principles of Effective Goal-Setting:

Clarity. A well-defined, quantifiable objective has a higher chance of success than one that is vague. the most successful objectives have a deadline for fulfillment.

Challenge. For the objective to inspire you to work towards it, it needs to be moderately challenging.

Commitment. make a conscious effort to achieve this objective. to make yourself more accountable for achieving your objective, tell someone else about it.

Feedback. establish a way to be informed when you make progress toward a goal.

Task Complexity. Make sure you allow yourself enough time to go beyond the learning curve associated with achieving a goal if it is very complex. stated differently, if an objective is exceptionally difficult, make sure you allow for considerable leeway to maximize your chances of success



QUIZZI ACTIVITY



ANSWER ALL QUESTIONS IN QUIZZI.

GUAL SETTING

- 1. What is Edwin Locke's goal-setting theory?
- a) d) The effects of setting goals on subsequent performance
- c) c) Clarify motivation to the management
- a) To promote motivation to employees to reach their goals
- d) b) An organizational theory to make goals that are clear, specific and motivating employees to reach successful



What is the most important principle for effective goal setting?

a) d) All above

c) a) Making decision for top management

 b) Make goals specific, observable and in measurable terms

d) c) Set difficult goals to improve quality of skill



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3

REINFORCEMENT THEORY - (B.F. SKINNER'S)

According to the psychological theory of reinforcement, individual behaviours can be modified by rewards, penalties, and extinction. Behaviours are fashioned by the outcomes of their actions.

Future actions linked to favourable results are repeated from the past, while actions linked to unfavourable outcomes are not.

Type of Reinforcement

Positive Reinforcement:

- Utilised to promote desirable conduct.
- Include providing something enjoyable to promote behaviour.
- It entails ensuring that constructive actions are rewarded constructively.
- Rewarding positive behaviour with a pay rise, promotion, or additional days off is one way to increase the likelihood that the desired behaviour will be repeated. Other examples of rewards include pay raises and opportunities for advancement.



3

REINFORCEMENT THEORY - (B.F. SKINNER'S)

Type of Reinforcement

Negative Reinforcement:

- Utilized to enhance the desired conduct.
- This entails applying harsh penalties for non-performance of the intended behavior.
- Negative repercussions disappear if the desired behavior is displayed.
- This suggests rewarding a worker by mitigating negative outcomes.

Punishment Reinforcement:

- utilized to enhance the desired conduct.
- This involves implementing harsh penalties for nonperformance of the intended behavior.
- Negative effects disappear if the desired behavior is displayed.
- This suggests rewarding a worker by mitigating negative outcomes.



3

REINFORCEMENT THEORY - (B.F. SKINNER'S)

Type of Reinforcement

Extinction Behaviour:

- is essentially ignoring a subordinate's behaviour and not giving them any kind of reward, whether positive or negative
- is used to minimise undesirable behaviour.
- As a result, the worker quits engaging in pointless or undesirable behaviour.





QUIZZI ACTIVITY

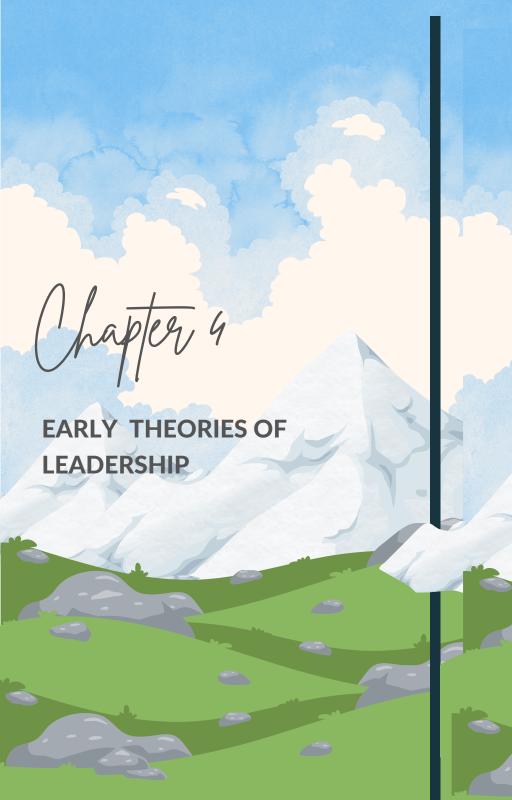


ANSWER ALL QUESTIONS IN QUIZZI.

B.F. Skinner's Theory Quiz Worksheet time: 30mins Date Instructor name: Sumin Maharjan 1. Which of the following best describes B.F. Skinner's theory? a) Behavior is shaped by unconscious drives. b) Behavior is shaped by reinforcement and punishment. c) Behavior is shaped by genetic factors. d) Behavior is shaped by cognitive processes. 2. Skinner's theory emphasizes the importance of: a) Observable behavior b) Genetic predispositions d) Internal thoughts and feelings c) Unconscious conflicts 3. Which of the following is a criticism of Skinner's behaviorism? a) It dehumanizes individuals and reduces them to b) It ignores the role of reinforcement in shaping passive responders to stimuli.



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4

TRAIT THEORIES

- The great man hypothesis is the foundation of the trait theory, which is more structured in examining leaders.
- The trait theory holds that exceptional leadership is an innate quality.
- Is the idea that some traits are innate in leaders.
- Personal attributes and characteristics are the main emphasis of trait theories of leadership.
- This theory holds that a natural-born leader possesses a high level of motivation, the capacity to inspire and motivate others, self-confidence, charm, and other qualities.





4

TRAIT THEORIES

Effective leaders exhibit several traits in them as follows:

- 1.Ambition and Energy. Leaders exhibit a high effort level. They have a relatively high desire for achievement, they are ambitious, they have a lot of energy, they are tirelessly persistent in their activities, and they show initiative.
- 2. Desire to lead. Leaders have a strong desire to influence and lead others. They demonstrate the willingness to take responsibility.
- 3. Honesty and integrity. Leaders build trusting relationships with followers by being truthful or non-deceitful and by showing high consistency between word and deed.
- 4. Self-confidence. Followers look to leaders for an absence of self-doubt. Leaders, therefore, need to show self-confidence in order to convince followers of the rightness of their goals and decisions.



4

TRAIT THEORIES

Effective leaders exhibit several traits in them as follows:

5. Intelligence. Leaders need to be intelligent enough to gather, synthesize, and interpret large amounts of information, and they need to be able to create visions, solve problems, and make correct decisions.

6.knowledgable/ Job-relevant knowledge. Effective leaders have a high degree of knowledge about the company, industry, and technical matters. In-depth knowledge allows leaders to make well-informed decisions and to understand the implications of those decisions.

7. Extraversion. Leaders are energetic, lively people. They are sociable; assertive, and rarely silent or withdrawn.



5

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6

BEHAVIOURAL THEORIES

According to behavioural leadership theory, a leader's effectiveness depends more on their actions than on their inherent qualities. This theory is predicated on the idea that effective leaders can be distinguished from non-leaders by specific behaviours.

According to the theory of behavioural leadership, a leader's actions and behaviours when they are reacting to a certain circumstance are observed and assessed. This idea focuses on the actions and behaviours of leaders in order to help them become successful leaders.

According to this belief, leaders are created, not born. While behaviour theory holds that leadership may be acquired, trait theory holds that leadership is inherited. This theory's proponents contend that anyone can acquire and use specific behaviours to become an effective leader.



6

BEHAVIOURAL THEORIES

This theory states that people can learn to become leaders through teaching and observation. Two behavior categories are:

Task Behaviour: Leaders who pay close attention to an employee's job and work procedures involved with that job. Employees are considered as a tools to accomplish the goal (not treating like a human being).

Relationship Behavior: Leaders who pay close attention to the employee's needs and welfare. Employees are treated as human beings and encourage employee participation in decision-making.



QUIZ ACTIVITY

ANSWER ALL QUESTIONS IN GOOGLE FORM.



GOOGLE FORM LINK

https://forms.gle/i7164ZWabC6xY4BB6



MANAGERIAL GRID— (ROBERT BLAKE AND JANE MOUTON)

In the early 1960s, Robert Blake and Jane Mounton developed this theory. This theory examines two aspects of the leadership, namely

- Concern for production/job/task: Deals with the job aspects of leader behavior.
- Concern for people: Deals with the people aspects of leader behavior.

It evaluates a leader's use of these behaviours on a scale of 1 (which is low) to 9 (which is high). The grid identifies 5 leadership behaviours based on task & employee-oriented styles. The grid identifies five key styles:

- Impoverished management
- Authority-compliance
- Country club management
- Middle of the road management
- Team management



7

MANAGERIAL GRID- (ROBERT BLAKE AND JANE MOUTON)

Although there are a total of 81 different categories of different behavioral styles on the grid, Blake and Mouton concluded that managers perform best when they use a 9,9 style. Which is Team Management on the grid. Among the five leadership styles, Point 9,9 is the best to generate improved performance, low absenteeism, and turnover.

The grid identifies 5 leadership behaviors based on task & employee-oriented styles are: -

1. The Poor Management Style (1,1)

- Low concern for employees and production.
- The manager does not want to be held responsible for any mistakes.

2. The Country Club Style (1,9)

- Highly concern for employees but low concern for production.
- Managers give attention to the security and comfort of employees but there is no improvement in performance.



7

MANAGERIAL GRID- (ROBERT BLAKE AND JANE MOUTON)

Continued:

3. The Middle-of-the-Road Style (5,5)

- Moderate concern for employees and production.
- This style shows the balance between company goals and worker needs.

4. The Authority- Compliance management (9,1)

- High concern for production and low concern for employees.
- Managers using this style do not take care of employee needs and they expect performance in return for money.

5. The Team Style (9,9)

- High concern for employees and production.
- The atmosphere is teamwork and commitment among employees and it helps to improve their performance.



QUIZZI ACTIVITY



ANSWER ALL QUESTIONS IN QUIZZI.

Managerial Grid Assessment
Total questions: 10
Worksheet time: Smins
Instructor name: FARIDAH (POLIKU)

- Which area does the Managerial Grid emphasize for effective leadership?
 - a) Situational leadership styles b) Autocratic decision-making
 - c) Employee motivation and engagement d) Equal focus on all management aspects
- 2. In the Managerial Grid, which leadership style balances medium concern for people and production?
 - a) Team Management

b) Middle-of-the-Road Management

c) Paternalistic Management

d) Authority-Compliance Management



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8

LIKERT MANAGEMENT SYSTEM

Rensis Likert (1961) presented four management systems or four leadership styles in his book New Patterns of Management. According to Likert, the efficiency of an organization or its departments is influenced by their system of management. Four levels of an effective management model are: -

I) Exploitive authoritative

- In this type of management system, the job of employees/subordinates is to accept the decisions made by managers and those with a higher status than them in the organization.
- The subordinates do not participate in the decisionmaking.
- The organization is concerned simply about completing the work.
- The organization will use fear and threats to make sure employees complete the work set.
- There is no teamwork involved.



8

LIKERT MANAGEMENT SYSTEM

Continued:

ii) Benevolent authoritative

- Just as in an exploitive authoritative system, decisions are made by those at the top of the organization and management.
- However, employees are motivated through rewards (for their contribution) rather than fear and threats.
- Information may flow from subordinates to managers but it is restricted to "what management wants to hear".



8

LIKERT MANAGEMENT SYSTEM

Continued:

iii) Consultative

- Subordinates are motivated by rewards and a degree of involvement in the decision-making process.
- Management will constructively use their subordinates' ideas and opinions.
- However, involvement is incomplete, and major decisions are still made by senior management.
- There is a greater flow of information (than in a benevolent authoritative system) from subordinates to management.
- Although the information from subordinate to manager is incomplete and euphemistic



8

LIKERT MANAGEMENT SYSTEM

Continued:

iv. Participative

- Management has complete confidence in their subordinates/employees.
- There is lots of communication and subordinates are fully involved in the decision-making process.
- üSubordinates comfortably express opinions and there is lots of teamwork."
- Employees throughout the organization feel responsible for achieving the organization's objectives.
- This responsibility is motivational especially as subordinates are offered economic rewards for achieving organizational goals which they have participated in setting.







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Likert's 4 Systems of Management



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Chapter 5

CONTINGENCY THEORIES OF LEADERSHIP



9

HERSEY AND BLANCHARD'S SITUATIONAL LEADERSHIP THEORY

A leader should change his style of leadership according to the level of maturity (desire for achievement, willingness, and ability to accept responsibility, education/experience, and skills relevant to particular tasks) of his employee and the demands of the situation.

3 factors influence leadership style according to Hersey and Blanchard:

- The maturity level of the subordinate
- Behavioral towards tasks
- Behavioural towards relationship



9

HERSEY AND BLANCHARD'S SITUATIONAL LEADERSHIP THEORY

Continued

4 Primary leadership styles under this theory: -

Phase 1 (HT (High Task)/LR (Low Relationship) -Informing

- Leaders used one-way communication > He defines goals and roles of employees
- Appropriate or usually when dealing with employees who lack task-relevant maturity i.e. employee is new and inexperienced.
- Employees need to understand rules and procedures and be given direction on how to perform. Managers give detailed information.
- Task-oriented behavior is high while relationshiporiented behavior is low.



9

HERSEY AND BLANCHARD'S SITUATIONAL LEADERSHIP THEORY

Continued

4 Primary leadership styles under this theory: -

Phase 2 (HT (High Task/HR (High Relationship) - Selling

- Employees are learning to do the job/ new employees start to understand their jobs.
- High Task-oriented behavior and high relationshiporiented behavior.
- Managers provide direction from time to time.
- HR is due to managers providing a high level of support/encouragement



9

HERSEY AND BLANCHARD'S SITUATIONAL LEADERSHIP THEORY

Continued

4 Primary leadership styles under this theory: -

Phase 3 (LT (Low Task) /HR (High Relationship) – Participating

- Employees who show maturity in performing tasks are more experienced and skilled.
- High relationship-oriented behavior and low taskoriented behavior.
- Employees can carry out their jobs.
- The manager reduces the need for task relationships but continues to give emotional support and consideration.

Phase 4 (LT (Low Task) /LR (Low Relationship) Delegating

- Is meant for the highest level of employee maturity.
- Leadership style emphasizes less on tasks and relationships. Employees perform their tasks on their own.
- Employees no longer need a high level of support and task behavior from their leaders/managers



QUIZZI ACTIVITY



ANSWER ALL QUESTIONS IN QUIZZI.

Situational Leadership Theory Quiz
Total questions: 10
Worksheet time: 5mins
Instructor name: FARIDAH (POLIKU)

- 1. Which leadership style in Situational Leadership Theory emphasizes follower development and empowerment?
 - a) S3: Supporting

b) S4: Delegating

c) S1: Directing

- d) S2: Coaching
- 2. Situational Leadership Theory suggests that effective leaders adapt their style based on the:
 - a) Cultural norms of the organization
- b) Maturity of the followers

c) Economic conditions

d) Leader's preferred approach



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10

A. PATH-GOAL (ROBERT HOUSE)

A theory describes that leaders are a source of reward and this theory predicts how different rewards and leadership styles influence, motivation, performance & employee satisfaction.

4 leadership styles under this theory: -

Supportive leadership

- Shows concern for subordinates' well-being and personal needs
- Leadership behavior is open, friendly, and approachable, and the leader creates a team climate and treats subordinates as equals

Directive leadership

- Tells subordinates exactly what they are supposed to do
- Leader behavior includes planning, making schedules, setting performance goals and behavior standards, and stressing adherence to rules and regulations



10

A.PATH-GOAL (ROBERT HOUSE)

Continued

• 4 leadership styles under this theory: -

Participative leadership

- Consult with subordinates about decisions
- Leader behavior includes asking for opinions and suggestions, encouraging participation in decisionmaking, and meeting with subordinates in their workplaces

Achievement-oriented leadership

- Sets clear and challenging goals for subordinates
- Leader behavior stresses high-quality performance and improvement over current performance.



DEPTH OF KNOWLEDGE

Level 1 - (Recall - measure, recall, calculate, define, list, identify.)

- What is the Path-Goal Theory in Leadership?
- Who is the psychologist credited with developing the Path-Goal Theory?

Level 2 - Skill/Concept - graph, classify, compare, estimate, summarize.

- Compare and contrast the Path-Goal Theory with other leadership theories.
- Explain how the Path-Goal Theory can be applied in reallife leadership scenarios.

Level 3 - (Strategic Thinking - assess, investigate, formulate, draw conclusions, construct.)

- Investigate a case study where the Path-Goal Theory was successfully applied in a business setting.
- Formulate a plan to implement the principles of the Path-Goal Theory in a challenging leadership situation.

Level 4 - (Extended Thinking - analyze, critique, create, design, apply concepts.)

- Analyze the potential challenges and limitations of implementing the Path-Goal Theory in a dynamic work environment.
- Create a new leadership model inspired by the principles of the Path-Goal Theory, outlining its key components and potential benefits.

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HOTHEORIES

MOTIVATION AND LEADERSHIP IN ORGANIZATION



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